

# MUSCOGEE (CREEK) NATION

## DEPARTMENT OF EDUCATION & TRAINING

### POST-GRADUATE EDUCATION SCHOLARSHIP PROGRAM *NCA 13-038 GRANT*

#### **PAYMENT REQUEST FORM: INFORMATION SHEET**

*Applicants must have a completed the application & submitted documents prior to using this form*

The Post-Graduate Education Scholarship Program (NCA 13-038) was established to provide financial assistance to Muscogee (Creek) Nation citizens pursuing careers that require advanced degree or certifications. The program is designed to pay for costs that are not covered by standard scholarship programs and financial aid.

#### **GRANT INFORMATION:**

1. The funds will be used to pay for preparatory courses and examinations for the Law School Admission Test (LSAT), Graduate Record Examination (GRE), Medical College Admission Test (MCAT), Dental Admissions Test (DAT), the Graduate Management Admission Test (GMAT), the Engineer in Training Test (EIT), the Professional Engineer (PE) Test, the Uniform Certified Public Accountant (CPA) Examination, the Oklahoma General Education Test (OGET), the Oklahoma Subject Area Tests (OSAT), the Oklahoma Professional Teaching Exam (OPTE), National Board Certification for Teachers, Certified Financial Planner (CFP) Examination, Pre-Certification Educational Requirements for the CFP and miscellaneous professional certification/entrance tests as approved by the Secretary of Education and Training.
2. In addition, the fund will be used to pay for all admission/application fees, Bar Review Courses, Bar Examinations and other miscellaneous graduate school education expenses of Muscogee (Creek) Nation citizens
3. Bar Review Courses and Examinations for Law students
4. It is department policy to not make reimbursement.
5. The Post-Graduate Education Scholarship Program shall not pay for tuition associated with courses in which students receive credit towards an undergraduate or graduate level degree.
6. The Recipient will be required to sign a statement that all receipts will be submitted to the Department of Education and Training within 30 days of the funds being utilized. Funds must be used for the purpose they were intended for only. Future assistance will not be awarded until all receipts received.
7. Returning applicants must complete the Renewal Application each school year or MCN fiscal year, whichever applies.

#### **PAYMENT REQUEST REQUIREMENTS**

1. Have a completed application with signature on file with the Muscogee (Creek) Nation Department of Education of Training
2. Required documents shall consist of any documentation as it relates to what you are requesting payment for; i.e. testing fee and schedule, application deadlines, training schedules and/or invoice.
3. You will be required to fill out a payment request form for each requesting amount during an application year.

**Mail Application to:**

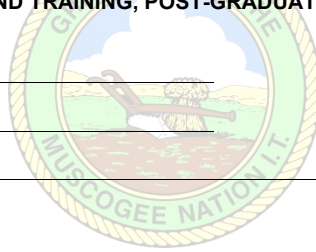
**Muscogee (Creek) Nation  
Department of Education & Training, *ATTN: NCA 13-038*  
P.O. Box 580  
Okmulgee, OK 74447**

For Additional Information Contact the Department of Education& Training at: 918.732.7747  
Fax or email applications to: 918-732-7728 [dhonawa@mcn-nsn.gov](mailto:dhonawa@mcn-nsn.gov)

# NCA 13-038 PAYMENT REQUEST FORM

DEPARTMENT OF EDUCATION AND TRAINING, POST-GRADUATE EDUCATION AND SCHOLARSHIP

DATE: \_\_\_\_\_  
SOCIAL SECURITY # \_\_\_\_\_  
NAME: \_\_\_\_\_  
AMOUNT REQUESTING: \$ \_\_\_\_\_  
DEADLINE (IF ANY) FOR PAYMENT: \_\_\_\_\_



## THE CHECK WILL BE MADE PAYABLE AND MAILED TO:

PAYABLE TO: \_\_\_\_\_  
MAILED TO: \_\_\_\_\_  
ATTN: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY STATE ZIP

I hereby certify that the above information is true and correct to the best of my knowledge. I understand this information is only to be used for accounting and data collection for funding. Assistance payments will be mailed or may be hand delivered to the preparation course provider, GRE, MCAT, DAT, EIT, PET, GMAT, College or University, and/or professional licensing body.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**NOTE:** YOU WILL BE REQUIRED TO FILL OUT A PAYMENT REQUEST FORM FOR EACH REQUESTING AMOUNT DURING AN APPLICATION YEAR. YOU WILL ALSO BE REQUIRED TO FILL OUT A YEARLY RENEWAL APPLICATION.

## NCA 13-038 GRANT OFFICE ONLY

PAYMENT REQUEST RECEIVED DATE: \_\_\_\_\_ BY: \_\_\_\_\_  
IS THERE A RECORD OF CURRENT APPLICATION (ORIGINAL OR RENEWAL) ON FILE: YES \_\_\_\_\_ NO \_\_\_\_\_  
IS DOCUMENTATION, AS IT REFERS TO PAYMENT REQUEST, ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_  
APPROVED: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE: \_\_\_\_\_  
AMOUNT APPROVED FOR: \$ \_\_\_\_\_  
INITIATED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(SIGNATURE)  
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(SECRETARY OF EDUCATION AND TRAINING)  
DATE TO FINANCE:  
(STAMP)